



Your Experience Can Make The Difference

Contract Specialist – SV-1102-F/G

As an entry-level Contract Specialist at TSA, you will be responsible for the acquisition of supplies and services of importance to the agency. This includes responsibilities in the areas of solicitation, negotiation, award, and administration of purchase orders and contracts. Additional duties may include developing and implementing acquisition strategies as well as price/cost analysis and a wide variety of other procurement activities. You will also be responsible for providing technical advice and guidance and interpretation of Federal contracting rules and regulation.

Qualifications:

F–Band: Candidates must have a four-year course of study leading to a bachelor's degree **in any field** from an accredited college or university.

OR at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

G–Band: Candidates must have at least one year of specialized experience comparable in difficulty to the F-Band (GS-9) level in the Federal service. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this position **and must include experience reviewing contract proposals, developing statements of work, and conducting cost analysis and contract negotiations under the direction of a senior specialist.**

OR have completed a Ph.D. or equivalent doctoral degree or three full years of progressively higher level graduate education that provided the knowledge, skills, and abilities needed for successful performance in this position.

OR have an equivalent combination of qualifying education and experience.

For more information about the Career Evolution Program, please visit www.tsa.gov/CEP
www.tsa.gov/CEP • NewHorizons.CEP@dhs.gov

TSA is an Equal Opportunity Employer: All qualified candidates will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, personal favoritism, protected genetic information, or other non-merit factors.



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